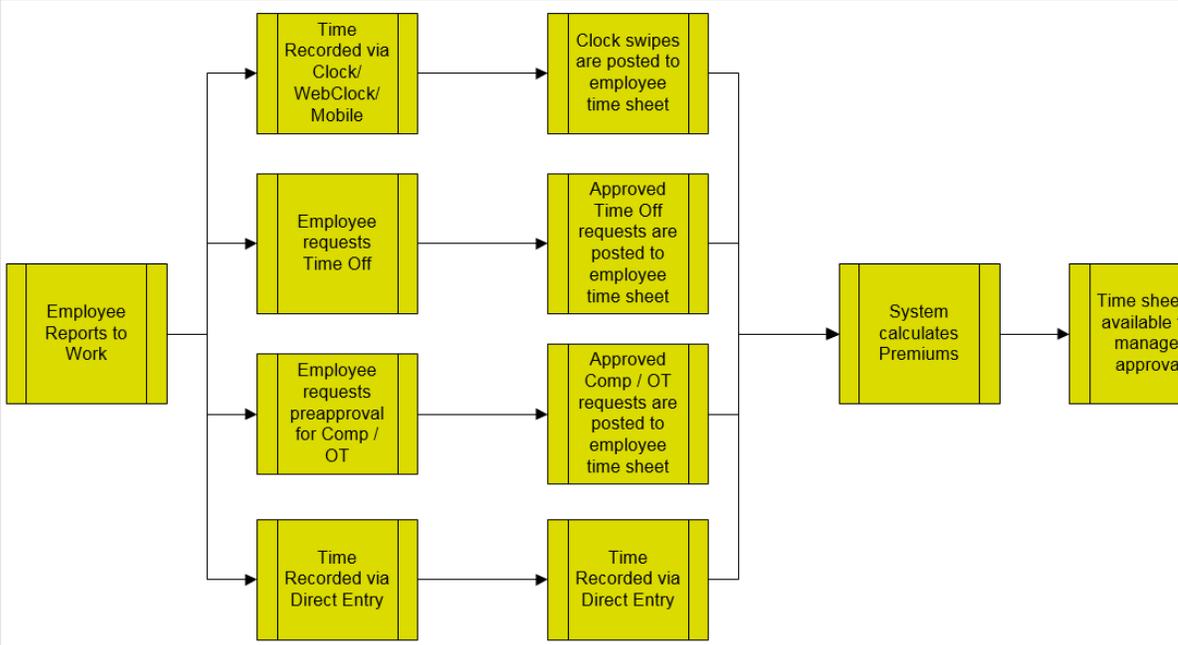
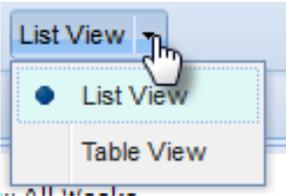
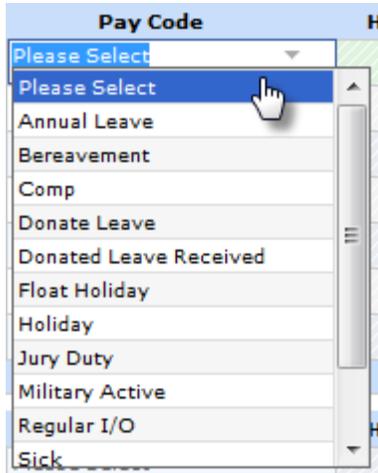


Basic Time Entry

1.	<p>General rules for employees include the following:</p> <ul style="list-style-type: none"> • The workday runs from 12:00 a.m. (midnight) to 11:59 p.m. • Shifts crossing midnight will be recorded as time worked on the day the shift starts. <p>The following figure shows a general overview of the time entry/time off request process.</p>  <p><i>Note: Access to specific system features is determined by the end user role assigned.</i></p>
2.	To enter time into timesheets, utilize the following steps.
3.	From the home screen, select the My Timesheet link from the Time Entry window to open your timesheet.
4.	Display the body of your timesheet using the default view or the view of your choice.
5.	<p>To change the view, click the arrow on the View button to access its drop-down menu, then highlight and click a menu item to select a different view.</p> 
6.	Ensure that the correct pay period displays.

7.	<p>To change the pay period, click the respective arrow on the Pay Period icon to retreat or advance a pay period.</p>  <ol style="list-style-type: none"> Click the Pay Period icon to access a pop-up calendar, and then select a pay period or click the Current Period button. If your pay period is longer than a week and you want to enter time for the entire period, select the Show All Weeks checkbox.
8.	Click anywhere in the row in which you want to enter or modify time.
9.	Record your time and attendance information (see <i>Entering In/Out and Elapsed Time</i> below).
10.	Click the Save icon after every timesheet change.
11.	Click the Submit icon at the end of every pay period to send your time and attendance information to your manager for payroll processing.
12.	<p>Entering In/Out and Elapsed Time</p> <ol style="list-style-type: none"> Click on a row in the Pay Code column to display the drop-down list of pay codes available to you. Select a pay code. 

13.

Pay Code	Hours	A
Annual Leave	8.00	

For pay codes associated with In/Out times, enter the In time on the first row of the Hours column and the Out time on the second row. In/Out times can be entered in a variety of ways:

- Enter “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the timesheet in the correct format.
- Enter “Xp” (where X is a number from 1 to 12) to enter p.m. times.
- 5 p.m. can also be entered as “17”.

The system prevents you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message:

Pay Code	Hours	Amo...	No Combo/D...
Regular I/O	08:00 am		
	04:00 am		
Comments		Out time cannot be before in time.	

For shifts which start on the previous day, type in “-” (the minus sign) before the time; for shifts that end the next day, type in “+” (the plus sign).

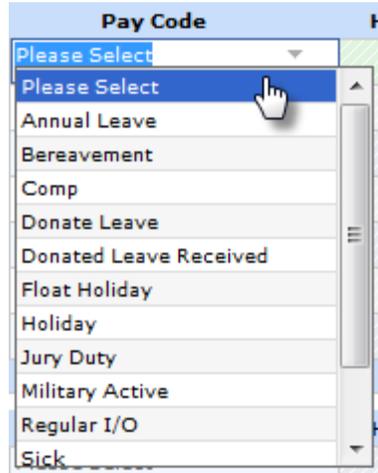
08:00 am
+ 07:00 am

14.

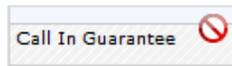
Pay Codes

A pay code is the category to which your hours are assigned. Different categories of employees have access to different pay codes.

Click in a pay code cell to see the drop-down list of pay codes you can access.



If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a “Stop” symbol when placed over that row:



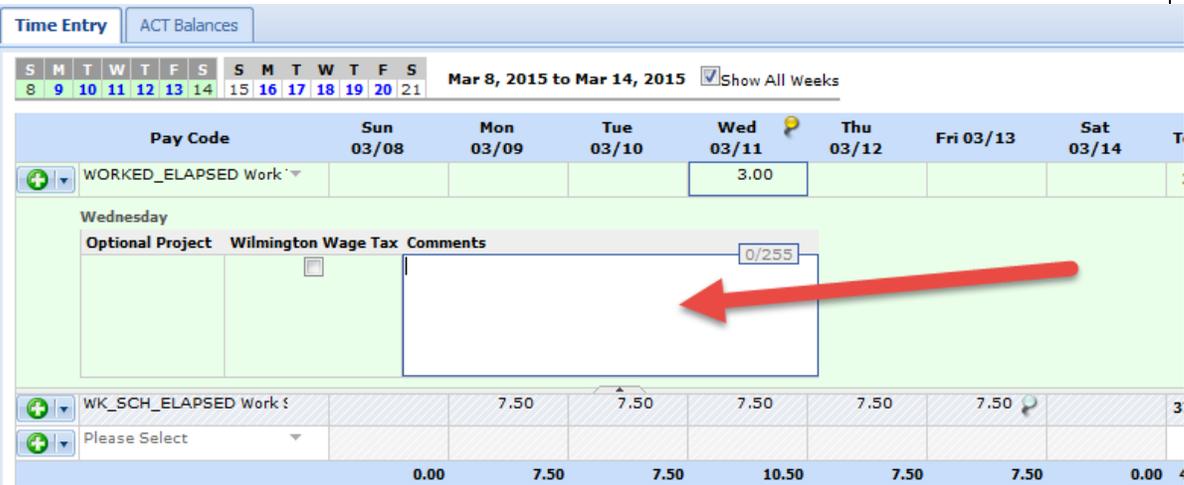
15.

Comments

Use the **Comments** field to enter additional information related to a particular time entry.



16. The **Comments** field in table view:



The screenshot shows the 'Time Entry' interface with 'ACT Balances' selected. The date range is 'Mar 8, 2015 to Mar 14, 2015'. A table displays time entry data for various pay codes. The 'Comments' field for the 'Wilmington Wage Tax' entry is expanded, showing a text input area with a character count of '0/255'. A red arrow points to this field.

Pay Code	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14
WORKED_ELAPSED Work				3.00			
Wednesday							
Optional Project							
Wilmington Wage Tax							
Comments							
WK_SCH_ELAPSED Work		7.50	7.50	7.50	7.50	7.50	
Please Select							
	0.00	7.50	7.50	10.50	7.50	7.50	0.00

17. The **Comments** field in list view:

Vag...	Comments	Case I

18. In the Table View, the comments are accessible for a selected row by clicking the tab as indicated by the cursor in the image below. Another method of accessing the **Comments** field is to press Shift + Enter together. This hotkey toggles the field open and closed.

Pay Code	Sun 08/26	Mon 08/27	Tue 08/28	Wed 08/29	Thu 08/30	Fri 08/31	Sat 09/01	
Select a Pay Code								
Documentation		5.00	6.50					Special Project
Administration	1.50	3.00						Training
Administration			1.50					General
	1.50	8.00	8.00	0.00	0.00	0.00	0.00	

19.

20.